

## PRODUCT APPROVAL GUIDELINES AND APPLICATION

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The City of Winnipeg is committed to ensuring that the citizens of Winnipeg are supplied with goods and materials which adhere to the highest standards as well as ensuring long-term value. In order to accomplish these goals the Public Works Department has developed and maintains a set of written product specifications. As such any product which is to be installed or used for Surface Works must meet or exceed these specifications and be listed in the current edition of the [Approved Product Suppliers](#).

For detailed specifications relating to materials, construction and installation please refer to The City of Winnipeg Standard Construction Specifications - Surface Works.

### Products Approval Process

The Public Works Department, Asset Management Branch is directly responsible for the review and approval of all Surface Works products. In order to be incorporated into the Approved Products List, applicants must submit all of the information and requirements listed in the approved materials evaluation form to the Asset Management Branch, Research and Standards Engineer. Once the Asset Management Branch has received the necessary information, the product and documentation will be reviewed to ensure compliance with the City's specifications.

### Materials Testing

If a product is submitted for approval which does not meet the present City of Winnipeg Specifications but does present a technological improvement, it may require independent laboratory testing to ascertain its effectiveness. The duration and type of testing will be at the discretion of the Asset Management Branch.

### Innovative Products

In the spirit of ensuring the long-term value to the City's surface works and encouraging innovation, the City will consider granting Temporary Product Approval for products which do not meet our current specifications provided that the product presents a technological improvement. In order to be considered for Temporary Product Approval status, the City requires that a certified Professional Engineer (P.Eng.) assume responsibility in ensuring that the product is thoroughly reviewed and that all information be provided to the Public Works Department, Asset Management Branch. Temporary Product Approval status will only be granted on a project by project basis and wide spread approval will not be granted until the product has been proven to provide a benefit to the City. The issuing of temporary approval as well as the duration and type of testing required will be at the sole discretion of the Public Works Department.

## **Approval or Rejection**

Following the review, the Research and Standards Engineer or his designate will notify the applicant in writing, outlining its findings and decision.

The City's decision is final; however, applications will be re-assessed if further information is provided or if the reason for rejection has been rectified. If at any time an approved product fails to perform as specified it will be removed from the Product Approvals List and only reinstated once corrective action has been taken which will meet the requirements and approval of the Public Works Department.

All inquiries, questions and / or requests for product approval must be made to the Asset Management Branch.

City of Winnipeg, Public Works Department  
Engineering Division, Asset Management Branch  
Research and Standards Engineer  
106-1155 Pacific Avenue  
Winnipeg, Manitoba R3E 3P1

## **General Information and Instructions**

1. Information submitted on this form will enable the City of Winnipeg – Public Works Department to assess the product identified.
2. This form must be completed in full in order to be considered for product approval. A completed application shall consist of the following:
  - A completed Product Approval Application Form;
  - A completed Affidavit of Compliance signed by a Company Signing Officer;
  - Applicable third party certification or a recognized quality assurance system including a corrective action plan; and
  - Literature about the product including installation and maintenance instructions.

3. The Application, including all relevant information must be sent to:

City of Winnipeg, Public Works Department,  
Engineering Division, Asset Management Branch  
106-1155 Pacific Avenue, Winnipeg, Manitoba, Canada, R3E 3P1  
Attn: Research and Standards Engineer

Please contact the Research and Standards Engineer prior to shipping any product samples.

Submission of the above noted items will not necessarily assure that Approval for use in the City of Winnipeg will be granted.

### Company Profile

<b>Company Name:</b>					
<b>Manufacturer/ Supplier/ Representative/ Other (Specify):</b>					
<b>Address:</b>					
<b>City/Country:</b>		<b>Province/ State:</b>		<b>Postal/Zip Code:</b>	
<b>Contact Person:</b>				<b>Title:</b>	
<b>Email:</b>			<b>Telephone Number:</b>		

### Product Description

<b>Material Category:</b>					
<b>Material Trade Name:</b>					
<b>Listed/Proposed (City Specification Number, if applicable):</b>					
<b>Manufacturer Name:</b>					
<b>Year Introduced:</b>		<b>Number of Years Available:</b>			
<b>Will this product replace an existing approved material (Y/N):</b>		<b>If yes, existing material name(s):</b>			
<b>Product Description:</b>					

**Product Application/Function and Features**

<b>Application/Function:</b>	
<b>Features:</b>	

**Current Approvals**

Municipality	Contact Person	Phone Number

**Compliance With the City Specification**

<b>Name:</b>		<b>Section No.:</b>	
<b>What changes, if any, will be required to the City specification? Specify:</b>			

**List Product Suppliers and/or Distributors (If applicable)**

Vendor Name	Vendor Location:	Contact Person:	Phone Number:

The following available and applicable information shall be attached to this form in order to substantiate, verify or clarify its contents. **Attachments shall be numbered as follows:**

	Y/NA	Comments
1. Performance History (case studies, if applicable)		
2. Reference list (preferably Canadian and USA DOTs)		
3. Test Data Sheets		
4. Test Results		
5. Installation Instructions		
6. Drawings, Sketches, Pictures		
7. Existing Standards		
8. Environmental assessment (Life Cycle)		
9. Cost benefit analysis		
10. Certification		
11. Warranty		
12. Material Safety Data Sheet		
13. Product Sample(S)*		

**FOR OFFICE USE ONLY**

Status	Date	Name	Signature
Full Approval			
Temporary Approval			
Rejected			
Comments			

## **AFFIDAVIT OF COMPLIANCE**

I,  of   
(Company Signing Officer) (Company Name)

do hereby make oath and certify that   
(Company Name)

is carrying on business as a manufacturer of   
(Product Name)

in the City/Town of   
(City/Town, Province/State)

and that  furnished for use in the City  
(Product)

of Winnipeg shall comply with all the requirements contained within the City of  
Winnipeg Standard Specification for   
(Product Name)

Specification number  dated   
(City of Winnipeg Specification Number) (City of Winnipeg Specification Date)

Signed , at   
(Month/Day/Year) (City/Town, Province/State)

<input type="text"/>	<input type="text"/>
(Signature of Signing Officer of Company)	(Signature of Witness)

<input type="text"/>	<input type="text"/>
(Printed Name and Title)	(Printed Name)